

PETROCKSTOWE PARISH COUNCIL

Parish Clerk: 07989 638315 E-mail: clerk@petrockstowe-pc.gov.uk

Dear Councillors, you are duly summoned to attend the Annual Meeting of Petrockstowe Parish Council, to be held at 7.30pm on Tuesday 20th May 2025, in the Baxter Hall, Petrockstowe, to which Parishioners are invited and welcome to attend, to discuss the following business.

7.30pm Public Question Time

This section (at the Chairman's discretion may last up to 30 minutes) is not part of the formal meeting of the Council and minutes will not be produced. [Public Bodies \(admissions to meetings\) Act 1960 s 1 extended by the LG Act 1972 s 100.](#)

Report from County/District Councillor/s if required/available

AGENDA

- 1) **Election of Chair and Vice Chair**
- 2) **Apologies of Absence** To receive apologies and approve reasons for absence
- 3) **Declarations of Interest** To declare any personal interests and any prejudicial interests in items on the agenda and their nature (Councillors with prejudicial interests must leave the room for the relevant item).
- 4) **Minutes** To consider for approval the minutes of the Parish Council Meeting of 18th March 2025, and the Annual Parish Meeting of 15th April 2025, the minutes having been previously circulated.
- 5) **Annual Governance & Accountability Return 2025** – To resolve to approve and sign the annual accounts
 - a) **Section 1 – Annual Governance Statement 2023/24**
 - b) **Section 2 – Accounting Statements 2023/24**
 - c) **Certificate of Exemption**
 - d) **Receive the Annual Internal Auditors Report**
- 6) **Current Business**
 - a) **SLCC Membership** – to consider paying the annual membership of £80.00
 - b) **Neighbourhood Priority Statement** – to discuss whether to proceed or not
 - c) **Parking on the Square and surface repair – Cllr Busby**
 - d) **Bus Stop painting – Cllr Busby**
 - e) **Rec Ground** – To consider a direct debit for electric/water - **Cllr Goaman**
 - f) **Dates of meetings for 2025-2026 - Clerk**
- 7) **Matters arising from previous minutes**
 - a) **Recreation Ground Signs** – update - **Cllr Busby**
 - b) **Outstanding planning/enforcement issues within the village** - update – **Clerk**
 - c) **Rec Grd Fete** – update on bouncy castle – **Cllr Busby**
- 8) **Planning**

Council is asked to discuss the below planning application/s and inform the Clerk of its comments to forward to Torridge District Council. Any planning applications received after the distribution of this agenda will also be considered.

- a) **Application Ref:** 1/0327/2025/FUL Date: 11th April 2025 Proposal: Erection of grain store
Location: Land At Grid Reference 251396 110549, Petrockstowe, Devon. Closing date of 5th
May and Clerk responded under delegated duties - *Comments sent to Planning:*
Petrockstowe Parish Council have no objections to this application.
- b) **Application Ref:** 1/0338/2025/FUL Date: 16th April 2025 Proposal: Construction of 3no.
dwellings. Location: Land At Grid Reference 251114 109537, Petrockstowe, Devon,
Council is asked to receive planning application decisions made by Torridge District Council.
Council is asked to note the below decisions:
- a) **None.**

9) **Correspondence** Please see below list of correspondence e-mailed to Councillors for consideration/information.

10) **Re-adoption of Council Documents** Councillors need to review, amend if necessary and readopt the Council documents as below. Amended versions emailed prior to the meeting, with current versions available on the website.

- a) The Code of Conduct – no changes
- b) Data Retention Policy – no changes
- c) Model Standing Orders – no changes

11) **Councillors Reports** for information if required and available.

- a) **Rec Ground** – Cllr Goaman

12) **Finance**

- a) **Petrockstowe Year End summary 2024-2025** – for information
- b) **Reserve Account balance as at 13/05/25** – 7676.57 (£2,000 for PlayPark)
- c) **To note receipt of income since 10/03/25: £3,619.50**
11/03/25 – VAT reclaim – £154.50
01/04/25 – Compensation HugoFox - £100.00
17/04/25 – National Grid compensation - £365.00 (RG)
30/04/25 – TDC Precept - £3,000.00
- d) **Previously approved expenditure since 10/03/25: £1,711.76**
10/03/25 – HugoFox - .gov - £11.99
27/03/25 – HugoFox – website - £11.99
28/03/24 – Hire of Hall (2024-25) – 90.00
28/03/24 – Chairman’s Allowance - £25.00
29/04/24 – HugoFox – website - £11.99
08/04/25 – HugoFox - .gov - £11.99
09/04/25 - Clerks Salary & Payroll expenses – £1,524.82
27/04/25 – HugoFox – website costs - £11.99
08/05/25 – HugoFox - .gov - £11.99
- e) **Payments to approve: £80.00**
01/06/25 - SLCC Membership - £80.00
- f) **Previously approved payments to be made – £47.96**
08/05/25 – HugoFox - .gov - £11.99
27/05/25 – HugoFox – website - £11.99
08/06/25 - HugoFox - .gov - £11.99
27/06/25 – HugoFox – website - £11.99

Previous Current Account Balance: £ 3,223.31 (of which £2,379.84 belongs to Rec Grd and £600 of that is restricted and £222.70 belongs to PlayPark)
Receipts between 10/03/25 and 13/05/25 – £3,619.50

Payments between 10/03/25 and 13/05/25 - £1,711

(agrees with Bank statement as at 13/05/25)

Receipts: £4,282.94

Payments: £1,649.38

Account Balance: £5,143.04 (of which £600 is restricted – RecGrd and £222.70 belongs to PlayPark) (agrees with Bank statement as at 13/05/24)

13) **Confirm date of next meeting**

The next Parish Council Meeting will be on Tuesday 15th July 2025 at 7.30pm in Baxter Hall. A Planning meeting will be held on Tuesday 17th June 2025 if required.



Fiona Lowe, Parish Clerk

13/05/2025

Correspondence sent to Councillors from 13/03/2025 to inclusive

14/03/25 – Cllr Saywell - Some personal news
17/03/25 – TDC - Buy loose fruit and veg to save food from the bin Torridge District Council supports Food Waste Action Week 17-23 March 2024
19/03/25 – Cllr Saywell - Fw: Report for Petrockstowe
20/03/25 – TDC - Bideford s 2025 Event Lineup Revealed Over 50 Events a Month!
21/03/25 – TDC - Explore Northam Burrows with a season ticket! Now available to purchase online or by phone.
20/03/25 – TDC - Join the Northam Burrows Rangers and Plastic Free Torridge for the Great British Spring Clean 2025!
21/03/25 – Keep Britain Tidy - Let Us Know How Your Town or Parish Council Will Support the #GBSpringClean
24/03/25 – TDC - Location, location, location. Screen Devon, Torridge District Council and North Devon Council launch new filming initiative
24/03/25 – DCC - The latest round-up of news from Devon County Council
25/03/25 – Royal Devon - Latest news from the Royal Devon: March 2025
25/03/25 – TDC - Shortlist for Flourishing Culture Awards announced
27/03/25 – Cllr Cottle-Hunkin - Councillor report
27/03/25 – TDC - Make sure you're ready to vote ahead of local elections this May
28/03/25 – TDC - Looking for something fun to do with the family this Easter?
31/03/25 – TDC - Local Business Bulletin Friday 28 March 2025
31/03/25 – DCC - Latest news from Devon County Council
01/04/25 – DCC - Your vote is your voice!
01/04/25 – DevonBus - Changes to Devon's Bus Services from 20th April 2025
07/04/25 – TDC - Filming in Torridge The Director s Cut
07/04/25 – TDC - Torridge welcomes back-to-back cargo ships into Appledore for the first time in 10 years!
07/04/25 – TDC - VE Day 80th Anniversary Webpages
07/04/25 – TDC - Winners crowned at inaugural Flourishing Culture Awards
07/04/25 – DCC - Our weekly news round-up
08/04/25 – Royal Devon - **Spring Covid-19 Vaccination Campaign**
08/04/25 – Keep Britain Tidy - That's a Wrap for the Great British Spring Clean! Together, you pledged to pick...
08/04/25 – DCC - Don't miss your chance to vote!
15/04/25 – TDC - Easter Waste and Recycling Collections in Torridge 2025
15/04/25 – Devon Climate Emergency - DCE April Newsletter
15/04/25 – TDC - VE Day 80th Anniversary 2025 What will you be doing to celebrate?
15/04/25 – DCC - Our weekly news round up
15/04/25 – TDC - Torridge District Council appoints TMS Maritime as works get underway to build the new Appledore Clean Maritime Innovation Centre
16/04/25 – Sam Bridgewater – Water Restoration Grant
16/04/25 – DCC - Opening times this Easter
17/04/25 – TDC - Free guided nature and history walks at Northam Burrows this Summer
20/04/25 – TDC - Local entrepreneurs win competition to launch in Bideford s Pannier Market
23/04/25 – TDC - VE Day 80th Anniversary Webpages
23/04/25 – TDC - Dog Restrictions come into force on sections of Westward Ho! Beach from Thursday 1st May 2025
23/04/25 – TDC - Members' Bulletin - Community Mediation
28/04/25 – DCC - Our weekly news round-up
28/04/25 – DCC - It's time to shape your community s future and make your voice heard!
30/04/25 – TDC - Torridge District Council wants residents views on strategy for the Torridge Estuary
30/04/25 – TDC - Torridge District Council warns residents about using unlicensed taxis
01/05/25 – DCC - Reminder to vote today in the Devon County Council elections
01/05/25 – TDC - Dog fouling incidents on the rise in Torridge
07/05/25 – DCC - The votes have been counted and the results are in!
07/05/25 – DCC - Fancy a free family ticket to the Devon County Show?
07/05/25 – Devon Climate Emergency - DCE May Newsletter
08/05/25 – TDC - Torridge Commemorates the VE Day 80th Anniversary by raising the Flag of Celebration
08/05/25 – Devon Community - Latest newsletter from the Devon Community Resilience Forum
13/05/25 – Royal Devon Healthcare - Latest news from the Royal Devon: May 2025
13/05/25 – DCC - All the latest news from Devon County Council